

**Career & Technology Education Work-Based Certification
WorkKeys Basic Skills Assessment
Frequently Asked Questions**

Who is eligible to use WorkKeys to validate basic skills competency?

Career and Technology Education Work-Based teachers in the Engineering and Industrial Technology Education areas. This includes all work-based certified teachers except those certified in Health Science Technology, Information Technology, Hospitality and Tourism, Clothing Design and Construction Services, Child Care Services and Culinary Arts. These teachers must still use Praxis I to validate basic skills competency. However, teachers initially certified in Culinary Arts prior to October 1, 2002, can also use WorkKeys to validate basic skills competency.

What if I have already taken the Praxis I and passed part of that assessment?

Work-based certified Engineering and Industrial Technology Education teachers who have already attempted Praxis I have the option of validating basic skills competency with Praxis I, WorkKeys or a combination of the two. For example, if a teacher has passed both the reading and mathematics portions of the Praxis I, that teacher could submit a passing score on the writing portion of the WorkKeys to complete the validation of basic skills competency. Additionally, work-based certified Engineering and Industrial Technology Education teachers who began the certification process under old regulation R 43-63 Trade and Industrial Certification may use WorkKeys to validate basic skills.

What parts of WorkKeys do I need to take?

Teachers who choose to take the WorkKeys assessment instead of Praxis I must take Reading for Information, Applied Mathematics and Writing. Please be aware, both Writing and Business Writing assessments are available through WorkKeys, however, Business Writing is NOT the assessment approved by the State Board of Education.

What scores are required to validate basic skills competency with WorkKeys?

To validate basic skills competency, teachers must submit scores at the following minimum levels:

- Reading for Information: Level 4
- Applied Mathematics: Level 4
- Writing: Level 3

Where can I take the WorkKeys assessment?

Aiken Technical College	Aiken	803/593-9231, Ext 1772 or 1366
Technical College of the Low Country	Beaufort	843/525-8269
Horry-Georgetown Technical College	Conway	843/349-5328
Denmark Technical College	Denmark	803/793-5153
Florence-Darlington Technical College	Florence	843/661-8176
Pee Dee Regional Council of Governments	Florence	843/669-4271, Ext 144
Greenville Technical College	Greenville	864/228-5043
Piedmont Technical College	Greenwood	864/941-8481
South Carolina Workplace Resource Center	Laurens	864/236-1020
Trident One Stop Career Center	N. Charleston	843/574-1800
York Technical College	Rock Hill	803/981-7295
Central Carolina Technical College	Sumter	803/774-3306
Sumter County Adult Education	Sumter	803/778-6432
Midlands Technical College–Beltline Campus	W. Columbia	803/790-7552

How do I report my scores to the State Department of Education?

Official score reports are available from ACT using the WorkKeys Additional Score Report form which can be downloaded from ACT at <http://www.act.org/workkeys/asr/pdf/asrform.pdf>

Official score reports must be mailed directly from ACT to the following address:

Office of Teacher Certification
3700 Forest Drive, Suite 500
Columbia, SC 29204

What if I need remediation on one or more of the required assessments?

KeyTrain is an interactive computer-based training system for WorkKeys. KeyTrain contains a series of courses that directly correspond to each of the WorkKeys assessments. You can study exactly the skills that you need for the assessments you will be taking. Information about KeyTrain can be found at <http://www.keytrain.com>.

Contact Information

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